

M.T.L. Dissertation

Writing and Style Guidelines

- (a) **Paper size:** International Standard Size A4 (29.7x 21cm). Print on both sides of the page.
- (b) **Page Margins:** Use margins of at least 2.5cm (or 1 inch)
- (c) **Typing:** The font style should be clear and easy to read. Use a sans serif type such as Arial or Calibri (font size 12). The font colour should be black throughout. It is suggested that text is aligned to the left. This will avoid extra spacing between words.
- (d) **Page Numbering:** The main text, including the bibliography and any appendices of the dissertation shall have Arabic numerals; the title page, dedication (if any), acknowledgements, table of contents, etc. preceding the main text, shall have Roman numerals. Page numbers should be centred at the bottom of the page.
- (e) **Layout of title page:** title of dissertation and subtitle (if any), followed by the name of the student, the subject, and the date of submission. For example, 'A dissertation presented in the Faculty of Education at the University of Malta for the degree of Master in Teaching and Learning', followed by month and year of submission.
- (f) **Keywords:** between three and six keywords to help readers find your dissertation
- (g) **Writing Style:** Students should follow a standard academically-recognised style, such as APA, Chicago or Harvard.
- (h) **Headings: ****
 - a. First level headings – title of the chapter should be in bold with a font size of 16 and with an initial capital letter for any proper noun
 - b. Second level headings (for instance Introduction) should be in bold with an initial capital letter for any proper noun
 - c. Third level headings should be in bold italics with an initial capital letter for any proper nouns
 - d. Fourth level headings should be in italics with an initial capital letter for any proper nouns
- (i) **Word Limit:** For written dissertations students should prepare a manuscript of approximately 25,000 words while a project report should be approximately 15,000 words. The word limit includes references, quotations and notes but excluding appendices, tables and figures
- (j) **Tables and Figures:** should be numbered and given a title below the right hand side of the figure and table, with a font size of 11
- (k) **Spelling and punctuation:** Use British style consistently
- (l) **Binding:** Three unbound copies of the dissertation and a digital copy shall be submitted for examination.